

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

METROLOGY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a metrology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Metrology Specialist-2

Metrology Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Metrology Specialist-3

Metrology Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Metrologist job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope.

METROLOGY SPECIALIST

PAGE NO. 2

Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Formulates procedures, policies, and guidelines for assigned programs.

Recommends, develops, and implements program goals and plans.

Makes recommendations in areas of expertise.

Develops uniform testing and inspection procedures for enforcement.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the program.

Serves as technical consultant and liaison with industry and governmental agencies.

Plans and coordinates staff training.

Maintains the National Institute of Standards and Technology certification of the state weights and measures laboratory.

METROLOGY SPECIALIST

PAGE NO. 3

Participates, monthly, in problems in calibration, and in exercises in surveillance of standards and equipment, for review and approval by the National Institute of Standards and Technology.

Tests, calibrates, and certifies standards of mass, volume and length for other laboratories, industrial firms and state, county, and city jurisdictions.

Certifies weight, measure, or volume of packaged commodities submitted for determination of net quantity or capacity.

Serves as technical advisor to weights and measures inspectors and field metrologists.

Serves as an advisor to business and industry on weights and measures and motor fuels quality problems.

Updates laws, regulations, and policies dealing with weights and measures and motor fuels quality.

Conducts non-routine inspections and calibrations in the field, such as slowflow meters and massive storage tanks at distilleries.

Conducts investigations, secures evidence for use in preparing reports, presents evidence, and testifies in court cases related to violations of weights and measures and motor fuel quality laws.

Explains state motor fuel and weights and measures laws to interested persons or parties.

Serves as an expert witness in court cases involving the accuracy of testing equipment and test procedures.

Advises industrial personnel and sealers on proper weights and measures equipment and testing equipment to meet their needs.

Maintains and services small weights and measures equipment used by state sealers, such as over- and under-scales and five-gallon test provers.

Participates in annual technical training schools conducted by the National Institute of Standards and Technology.

Recommends the purchase of equipment for the laboratory.

Conducts special projects and studies.

Maintains records, prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the National Institute of Standards and Technology handbook covering specifications, tolerances, and requirements for commercial weighing and measuring devices.

Knowledge of specifications and tolerances of the various classes of mass, volume, and length standards to ensure certification to their proper classes.

Knowledge of the principles of metrology.

Knowledge of applied physics, chemistry, mathematics and computer programs/systems.

Knowledge of motor fuels quality and weights and measures inspection methods and techniques.

Knowledge of state laws pertaining to motor fuels quality and weights and measures.

METROLOGY SPECIALIST

PAGE NO. 5

Knowledge of the various types of weighing and measuring devices and systems in commercial use.

Knowledge of legal evidence and enforcement procedures relative to the work.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to plan a weights and measures and motor fuels quality inspection and enforcement program.

Ability to pass metrologist certification tests and/or other courses and modules conducted by the state, the National Institute of Standards and Technology or other training sources.

Ability to detect irregularities in the operation of weighing and measuring devices and systems.

Ability to maintain records, and prepare reports and correspondence related to the work.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in a major related to scientific measurement such as the physical sciences, mathematics, industrial technology, computer science, or engineering.

METROLOGY SPECIALIST

PAGE NO. 6

Experience

Metrology Specialist 13

Four years of experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training, including two years of experience equivalent to a Metrologist P11.

OR

One year of experience equivalent to a Metrologist 12.

Metrology Specialist 14

Five years of experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training, including three years of experience equivalent to a Metrologist P11.

OR

Two years of experience equivalent to a Metrologist 12.

OR

One year of experience equivalent to a Metrology Specialist 13.

Alternative Education and Experience

Possession of an associate's degree in industrial technology, industrial engineering, metrology, mathematics, physics or a field related to scientific measurement and four years of experience as a Weights and Measures Inspector E10 in state service will substitute for the educational requirement.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

METROLOGY SPECIALIST

PAGE NO. 7

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
METROLSPL	Metrology Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Metrology Specialist-2	METRSP2	H21-014
Metrology Specialist-3	METRSP3	H21-017

ECP Group 2
Revised 5/22/02
NN/asw/Team Leaders